



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
**JOINT FORCE HEADQUARTERS**  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-5606

**ARMY BULLETIN NO. 53**

**20 December 2005**

**REQUEST FOR COMMERCIAL PASSENGER TRANSPORTATION  
(USPFO-SSD-T)**

1. Supply Information Letter Number 05-1, subject as above, dated 28 September 2005, is rescinded.
2. **PURPOSE:** To provide guidance and direction regarding commercial transportation arrangements for DOD civilian and military personnel, in accordance with: DOD 4500.9R-I and JFTR/JTR.
3. **TRAVEL AUTHORITY:** Beginning no later than 01 October 2005 all personnel requiring commercial transportation to include air, rail or rental vehicle must purchase individual tickets with a government credit card or **(IBA)**. Routing and mode of transportation will be determined by the Contract Travel Office **(CTO)**. The authorizing official for the USP&FO continues to be Jackie Furda, Transportation Management Specialist. **This does NOT apply to groups, mobilizations, or personnel that do not qualify for an individual credit card.** Please contact the transportation office at 609-562-0230 to secure transportation for these people.
4. **PROCEDURE FOR COMMERCIAL PASSENGER TRANSPORTATION:**
  - a. When there is knowledge of training/conference/school and a request for official travel orders have been initiated, the training NCO, administrative individual, or individual personnel should contact the CTO/Carlson Travel Office to make travel arrangements using the attached USP&FO Form 7-33-R. Please be sure that all of the appropriate information is complete before forwarding the request to the Carlson Travel Office.
  - b. Carlson Travel prefers that you fax the Form 7-33-R to 609-723-7339. Their commercial telephone number is 609-723-7350.
  - c. Changes to an existing itinerary should be reported expeditiously to the same office that initially coordinated your travel itinerary.
  - d. Itineraries will be forwarded electronically. Do not delete your electronic itinerary since any changes or other information will continue to be available through this link. All tickets will be electronically issued unless the CTO specifies otherwise. Print a ticket receipt by clicking on **eInvoice** located on the left side of your itinerary. You will need this receipt to attach with your DD Form 1351-2 (Travel Voucher).
5. **EMERGENCY TRAVEL RESERVATIONS: FOR OFF DUTY HOURS ONLY:** If an emergency travel situation should arise during off duty hours (SDO or weekend), you are to call the (CTO) Contract Travel Office Emergency Center at 1-800-468-2863. Be prepared to give your credit card information and be able to fax a copy of your official travel orders to them.

**6. TRAVEL RESERVATIONS: FOR OUTSIDE YOUR HOME STATION:** If you have an Individually Billed Account (IBA) and you **DO NOT** have existing commercial travel reservations or tickets, and you now require commercial transportation and you are at a duty station other than your home. You must use the installation CTO at your current duty station to make your travel arrangements, or contact the Transportation Office (TO) at that location. You must be prepared to supply that CTO with a copy of your official orders along with your credit card information.

**7. OTHER IMPORTANT FACTS REGARDING TRAVEL ARRANGEMENTS:**

- a. You can make a reservation when you know your travel dates.
- b. It is advised that you hold the actual charge (payment) of your tickets until at least four business days prior to your travel. This will avoid charges on your credit card way in advance to your travel.
- c. Once you pay for your ticket the charge will appear on your next billing statement and **YOU** are responsible for the payment, **NOT** the government.
- d. Any changes you make to your itinerary **AFTER** you approve the charge will result as a debit/credit/debit on your credit card statement.
- e. Reservations for a rental car may only be made if authorized on your orders. If you are **NOT** authorized a car (on your orders) and rent one, it is an **OUT OF POCKET EXPENSE TO YOU**.
- f. Currently, you must submit a ticket receipt for reimbursement of your air/train charge with a copy of your official travel orders on a DD Form 1351-2 (Travel Voucher). **An additional processing fee of \$18.19 for air/train tickets, and \$8.75 for car/hotel reservations, is applicable from Carlson Travel.** Be sure to include these additional charges on your DD-1351-2 for reimbursement.
- g. Leave en route is permitted within your travel area. You must state on your orders that leave en route is authorized. You are allowed one round trip ticket to and from your TDY destination. Any additional charges incurred due to a change you make in your routing may result in an out of pocket expense to you.
- h. Travel companions are permitted. **However, payment for companion tickets is NOT the responsibility of the government, and therefore the IBA is NOT to be used to procure payment for a companion ticket.** Please call the CTO first to inquire who the Contract Air carrier is for your destination city. Make the companion reservations first and then match your official travel itinerary with your companion's. Recommend that you use a reputable service, such as Travelocity, or go directly to the airline.

**\*\*YOU MUST USE THE CONTRACT CARRIER AND THE CTO FOR YOUR OFFICIAL TRAVEL ITINERARY.\*\***

i. Dual commitment is not authorized. This means, if you know you are using government conveyance, you are not allowed to hold a commercial reservation "just in case." Do not procure commercial transportation until all of your other means of transportation have been exhausted.

8. Point of contact for the above is Jackie Furda, Transportation Management Specialist @ 609-562-0230.

OFFICIAL:

A handwritten signature in dark ink, appearing to read "Stephen J. Hines", is written over a light gray rectangular background.

STEPHEN J. HINES  
COL, GS, NJARNG  
Chief of Staff

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

DISTRIBUTION: A, A2, B, C

**USP&FO-N. J./Army National Guard  
REQUEST FOR PASSENGER TRANSPORTATION  
POC-Jackie Furda, TM Telephone# 609-562-0230**

**IBA**

**Please complete the following and fax to:  
CARLSON WAGONLIT TRAVEL-609-723-7339 or Phone 609-723-7350**

**Name:** \_\_\_\_\_

**PHONE # H)** \_\_\_\_\_ **B)** \_\_\_\_\_

**C)** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**DATE OF DEPARTURE** \_\_\_\_\_ **DEPARTING TIME** \_\_\_\_\_

**DEPARTING FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**DATE OF RETURN** \_\_\_\_\_ **DEPARTING TIME** \_\_\_\_\_

**DEPARTING FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**RENTAL CAR REQUIRED YES NO SIZE** \_\_\_\_\_

**Travelers' Government Credit Card #** \_\_\_\_\_

**EXP Date:** \_\_\_\_\_

**ADDITIONAL REQUIREMENTS** \_\_\_\_\_

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**ITINERARIES AND TICKET RECEIPTS WILL BE AVAILABLE ELECTRONICALLY,  
UNLESS THE CTO SPECIFIES OTHERWISE.**

**USPFO-NJ Form 7-33-R (AUG05)**